

TOURNAMENT HOST SITE PACKET CHECKLIST

Thank you for hosting this round of the DIAA State Tournament!!

Below find the list of items that are included in the pack of information that has been provided to you. Please review this information and make sure everything is included and clear to you. Should you have any questions or missing any items contact DIAA immediately (302) 857-3365 or diaa@doe.k12.de.us.

Checklist:

- ✓ General Reminders for Site Directors – **READ FIRST**
 - **All guidelines in the tournament manual are in effect including all DIAA Regulations and Guidance Documents, State Order or Guidelines, State Agency Emergency Regulations and DPH Guidelines.**
 - **Points of Emphasis – Mask Use, Social Distancing, Sanitizing**
- ✓ Financial Procedures – Read Carefully
- ✓ Pre-Approval Expense Form
- ✓ Reconciliation Form, Sign-In Sheet, Deposit Slip
- ✓ Pre-Game Announcements & Approved Game Announcements
- ✓ DIAA Passes & Sideline Passes
- ✓ Comp List Pass List
- ✓ Event Signs
 - (3) State Tournament Admission
 - \$5.00 1st, 2nd, Quarterfinals
 - \$6.00 Semifinals (add \$1 for non-member school venues)
 - \$7.00 Finals (add \$1 for non-member school venues)
 - Sold Out
 - Will Call
 - No Re-Entry

2021-22 FINANCIAL REPORT PROCEDURE FOR STATE TOURNAMENT SITE DIRECTORS

Please read the procedures carefully. Call DIAA if you have any questions.

DIAA will email championship information to the Host Schools

- Designated school representative at the Host School receives host packet via email.
- The documents shared sets the anticipated personnel and related costs for that event. Additional personnel must be approved by the Executive Director in advance of event.

Host School will conduct the event according to the procedures set forth in the State Tournament manual for that sport.

DIAA Championships will use digital ticketing for the 2021-22 school year. For questions or issues regarding digital ticketing contact Tanya Reed during business hours until 3pm and Coordinator Mark after 3pm or visit DIAA digital ticketing at https://education.delaware.gov/diaa/sport_championships/digital-ticketing/.

- All fans are expected to purchase tickets online prior to the event.
- For fans needing assistance at the gate, please have a person available to assist and answer questions.
- When a fan arrives, they should have their smartphone available. You will click the redeem button and validate their ticket for entry.
- There is NO RE-ENTRY. Once a person leaves the venue they should not be permitted re-entry. The validation of a ticket occurs one time.
- If multiple tickets are purchased, the person purchasing the tickets can transfer tickets if all parties are not present for entry. If unable to transfer a ticket, the person with the ticket must come to the gate to validate the remaining tickets from their smartphone.
- You will receive a list with people who purchased tickets as a backup when available.
- At the end of the event, complete the reconciliation report and submit to DIAA.

Programs will be available for purchase during the game. Programs are \$5. Host School will collect and account for all program money and complete information on the reconciliation report.

Host School will send all cash receipts to the DIAA Office by:

- Deposit must be made the next business day
- In-person delivery, OR
- Using the deposit slip copy issued by DIAA and deposit to the DIAA account at the nearest Citizens Bank location (www.citizensbank.com). Deposits must be made during the day unless you have night deposit key.

Host School will return to DIAA (ASAP):

- the white deposit receipt
- the pink carbon copy of deposit slip if making a deposit at Citizen's Bank, and
- the completed "DIAA Tournament Financial Reconciliation Report" signed by the Host School designated representative and a witness.
 - Please verify all necessary boxes are complete, with signatures, including rental and custodian if applicable.
 - The "DIAA Tournament Financial Reconciliation Report" will serve as the invoice to DIAA for expenditures.
 - Please keep a copy of the report for your records.

DIAA will pay the Host School by check or voucher.

- The invoice will not be processed until the required deposit of ticket sales proceeds has been verified, and the “Tournament Financial Reconciliation Report” is submitted to the DIAA Office.

Host School will request DIAA to pay for:

- The athletic trainer if the trainer is not from the Host School. The Host School must indicate such on the “DIAA Tournament Financial Reconciliation Report”. Trainers must be registered as vendors with DIAA (file a W9) or will be paid through company (i.e. ATI)
- Police: Please send bill to the DIAA Office. All police must be approved by the Executive Director in advance.

Host School distributes payment for the event per their school payment policy.

Thank you for hosting a DIAA Tournament Event.

CITIZENS BANK LOCATIONS

Newark, Delaware	Wilmington, Delaware	Dover, Delaware
Store #719 301 Louviers Way Newark, Delaware 19711	Store #714 Tenth And Market Streets Wilmington, Delaware 19801	Store #704 1399 Forest Avenue Dover, Delaware 19904
Store #717 100 Suburban Drive Newark, Delaware 19711	Store #694 919 North Market Street, Suite 200 Wilmington, Delaware 19801	Store #699 8 Loockerman Street Dover, Delaware 19904
Store #697 117 East Main Street Newark, Delaware 19711	Store #705 1620 Marsh Road Wilmington, Delaware 19803	Georgetown, Delaware Store #695 13 The Circle Georgetown, Delaware 19947
Store #703 40 Chestnut Hill Plaza Newark, Delaware 19713	Store #700 Maryland Avenue And Germany Drive Wilmington, Delaware 19804	Lewes, Delaware Store #720 34161 Citizens Drive Lewes, Delaware 19958
Store #710 1 University Plaza Newark, Delaware 19702	Store #702 1422 North Dupont Street Wilmington, Delaware 19806	Store #696 131 Second St Lewes, Delaware 19958
New Castle, Delaware Store #707 130 Dupont Highway New Castle, Delaware 19720	Store #709 4720 Limestone Rd. Wilmington, Delaware 19808	Milford, Delaware Store #708 652 North Dupont Highway Milford, Delaware 19963
Hockessin, Delaware Store #715 128 Lantana Drive Hockessin, Delaware 19707	Store #706 4435 Kirkwood Highway Wilmington, Delaware 19808	Seaford, Delaware Store #711 22870 Sussex Highway Seaford, Delaware 19973
Middletown, Delaware Store #713 460 East Main St. Middletown, Delaware 19709	Store #712 2084 Naaman's Road Wilmington, Delaware 19810	Smyrna, Delaware Store #698 5 West Commerce Street Smyrna, Delaware 19977
Bear, Delaware Store #716 146 Fox Hunt Drive Bear, Delaware 19701		

Event Date _____
 Sport _____ BD108
 Site _____ **DEPOSIT TICKET** 62-114/311
 Round _____

**STATE OF DELAWARE
 DELAWARE DEPT OF EDUCATION**

Citizens Bank

⑈00000950⑈
 ⑈5800⑈
 ⑈155⑈
 ⑈8100044633⑈

DATE _____
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY		
COIN		
CHECKS <small>LIST EACH SEPARATELY</small>		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
TOTAL FROM OTHER SIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE		

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreement.

2021-22 DIAA Tournament Pre-Approval Expense Form

The positions below are the required positions DIAA has approved to conduct the tournament game at your site. Please place an X in the column to confirm the position will be filled.

* The number of support personnel and police must be pre-approved by DIAA's Executive Director prior to the start of the event. If you require additional personnel please list below for approval.

Please return ASAP in order to include with your host financial packet.

Sport	
Host School	
Date	
Round	
Participating Teams	

X	Position	#	Print Name	Rate
	Site Director	1		\$75.00
	Ticket Seller/Program Seller*	1		\$55.00
	Ticket Seller/Comp Tickets*	1		\$55.00
	Ticket Taker *	1		\$55.00
	Scorebook*	1		\$55.00
	Scoreboard Operator/Announcer *	1		\$55.00
	Security *	1		\$55.00
	Certified Trainer	1		\$55.00
	Custodial * \$25 hr weekday/night			\$25 hr
	Custodial * \$40 hr weekend			\$40hr
	Rental Weekday (Daylight)	1		\$50.00
	Rental Weekday (Night/Weekend)	1		\$100.00
	Police *		Indicate Police Agency	N/A

Will a trainer travel with the team? _____

Please provide reason for additional workers:

Athletic Director Name

DIAA ED Name

Athletic Director Signature

DIAA ED Signature

Date

Date

2021-22 DIAA Tournament Pre-Approval Expense Form - Doubleheader

The positions below are the required positions DIAA has approved to conduct the tournament game at your site. Please place an X in the column to confirm the position will be filled.

* The number of support personnel and police must be pre-approved by DIAA's Executive Director prior to the start of the event. If you require additional personnel please list below for approval.

Please return ASAP in order to include with your host financial packet.

Sport	
Host School	
Date	
Round	
Participating Teams	

X	Position	#	Print Name	Rate
	Site Director	1		\$135.00
	Ticket Seller/Program Seller*	1		\$95.00
	Ticket Seller/Comp Tickets*	1		\$95.00
	Ticket Taker *	1		\$95.00
	Scorebook*	1		\$95.00
	Scoreboard Operator/Announcer *	1		\$95.00
	Security *	1		\$95.00
	Certified Trainer	1		\$110.00
	Custodial * \$25 hr weekday/night			\$25 hr
	Custodial * \$40 hr weekend			\$40hr
	Rental Weekday (Daylight)	1		\$50.00
	Rental Weekday (Night/Weekend)	1		\$100.00
	Police *		Indicate Police Agency	N/A

Will a trainer travel with the team? _____

Please provide reason for additional workers:

Athletic Director Name

DIAA ED Name

Athletic Director Signature

DIAA ED Signature

Date

Date

DIAA TOURNAMENT FINANCIAL RECONCILIATION REPORT

Host School: _____ Site: _____ Date: _____ Time: _____

Play-Off Round _____ Sport: _____

Participating Teams _____ and _____

Participating Teams _____

Report submitted by _____
 Name **[PRINT – Then Sign]** Telephone # _____

Report Witness _____
 Name **[PRINT – Then Sign]** Telephone # _____

INCOME

Digital Tickets Presold #	Digital Ticket Redeemed #	Amount
Cash Tickets	Sold #	Amount
\$5 1 st , 2 nd , 3 rd and Qtrs; \$6 Semi; \$7 Finals Add \$1 to nonmember school venue		
General Complimentary Tickets		
Media Complimentary Tickets		
Programs - \$5.00	End #	Amount
Start #		

EXPENDITURES – Please have workers sign the Sign-In Sheet

PERSONNEL	Rate	Approved #	Actual #	Total Cost
Site Director	\$75	1		
Ticket Seller/Program Seller	\$55	1		
Ticket Seller/Comp Tickets	\$55	1		
Ticket Taker	\$55	1		
Scorebook	\$55	1		
Scoreboard Operator/Announcer	\$55	1		
Security	\$55	1		
Certified Trainer/Nurse (if paid to trainer by school)	\$55	1		
Rental Weekday -Daylight	\$50	1		
Rental Weekday Night/Weekend	\$100	1		
Custodial -weekday-night	\$25/hr	1		
Custodial -weekend	\$40/hr	1	(hrs)	
TOTAL EXPENDITURES:				\$

DIAA to be Bill for the Following:
 _____ Police _____ Trainer

Police – Agency _____

of Police _____

Trainer – Agency _____

of Trainers _____

To be paid to site for disbursement

* The number of support personnel and police MUST be pre-approved by DIAA's Executive Director prior to start of the event. Payment of expenses will be made by DIAA after the approved expenditures are confirmed. Please retain a copy of this form for your records.

TO BE COMPLETED BY THE DIAA OFFICE

REPORT RECEIVED BY _____ AMOUNT RECIEVED \$ _____

DIAA TOURNAMENT DOUBLE HEADER FINANCIAL RECONCILIATION REPORT

Host School: _____ Site: _____ Date: _____ Time: _____

Play-Off Round _____ Sport: _____

Participating Teams _____ and _____

Participating Teams _____

Report submitted by _____
 Name **[PRINT – Then Sign]** Telephone # _____

Report Witness _____
 Name **[PRINT – Then Sign]** Telephone # _____

INCOME

Digital Tickets Presold #	Digital Ticket Redeemed #	Amount
Cash Tickets	Sold #	Amount
\$5 1 st , 2 nd , 3 rd and Qtrs; \$6 Semi; \$7 Finals Add \$1 to nonmember school venue		
General Complimentary Tickets		
Media Complimentary Tickets		
Programs - \$5.00	End #	Amount
Start #		

EXPENDITURES – Please have workers sign the Sign-In Sheet

PERSONNEL	Double Header Rate	Approved #	Actual #	Total Cost
Site Director	\$135	1		
Ticket Seller/Program Seller	\$95	1		
Ticket Seller/Comp Tickets	\$95	1		
Ticket Taker	\$95	1		
Scorebook	\$95	1		
Scoreboard Operator/Announcer	\$95	1		
Security	\$95	1		
Certified Trainer/Nurse (if paid to trainer by school)	\$55	1		
Rental Weekday -Daylight	\$50	1		
Rental Weekday Night/Weekend	\$100	1		
Custodial -weekday-night	\$25/hr	1		
Custodial -weekend	\$40/hr	1	(hrs)	
TOTAL EXPENDITURES:				\$

DIAA to be Bill for the Following:
 _____ Police _____ Trainer

Police – Agency _____

of Police _____

Trainer – Agency _____

of Trainers _____

To be paid to site for disbursement

* The number of support personnel and police MUST be pre-approved by DIAA's Executive Director prior to start of the event. Payment of expenses will be made by DIAA after the approved expenditures are confirmed. Please retain a copy of this form for your records.

TO BE COMPLETED BY THE DIAA OFFICE

REPORT RECEIVED BY _____ AMOUNT RECIEVED \$ _____

2021-2022 DIAA Tournament Single Game Sign -In Sheet

Host School		Site	
Date		Round	
Sport			
Participating Teams			
Position	Print Name	Fee	Signature
Site Director		\$75.00	
Ticket Seller/Program Seller		\$55.00	
Ticket Seller/Comp Tickets		\$55.00	
Ticket Taker		\$55.00	
Scorebook		\$55.00	
Scoreboard Operator/Announcer		\$55.00	
Security		\$55.00	
Certified Trainer		\$55.00	
Custodial * \$25 hr weekday/night		\$25 hr	
Custodial * \$40 hr weekend		\$40 hr	
Rental Weekday - Daylight		\$50.00	
Rental Weekday Night/Weekend Daylight		\$100.00	
Police	Sign In on the Police Sign-In Sheet	N/A	Sign In on the Police Sign-In Sheet

Use the blank space for multiple workers for one position based on the pre-approval expense form.

2021-2022 DIAA Tournament Doubleheader Sign -In Sheet

Host School		Site	
Date		Round	
Sport			
Participating Teams			
Participating Teams			
Position	Print Name	Fee	Signature
Site Director		\$135.00	
Ticket Seller/Program Seller		\$95.00	
Ticket Seller/Comp Tickets		\$95.00	
Ticket Taker		\$95.00	
Scorebook		\$95.00	
Scoreboard Operator/Announcer		\$95.00	
Security		\$95.00	
Certified Trainer		\$110.00	
Custodial * \$25 hr weekday/night		\$25 hr	
Custodial * \$40 hr weekend		\$40 hr	
Rental Weekday - Daylight		\$50.00	
Rental Weekday Night/Weekend Daylight		\$100.00	
Police	Sign In on the Police Sign-In Sheet	N/A	Sign In on the Police Sign-In Sheet

Use the blank space for multiple workers for one position based on the pre-approval expense form.

2021-22 DIAA Tournament Pre-Approval Expense Form

Unified Sport

The positions below are the required positions DIAA has approved to conduct the tournament game at your site. Please place an X in the column to confirm the position will be filled.

* The number of support personnel and police must be pre-approved by DIAA's Executive Director prior to the start of the event. If you require additional personnel please list below for approval.

Please return ASAP in order to include with your host financial packet.

Unified Sport	
Host School	
Date	
Round	
Participating Teams	

X	Position	#	Print Name	Single Rate	Total
	Site Director	1		\$38.00	
	Ticket Seller/Comp Tickets*	1		\$25.00	
	Scoreboard Operator*	1		\$25.00	
	Announcer *	1		\$25.00	
	Security *	1		\$25.00	
	Certified Trainer*	1		\$30.00	
	Police *				
	Custodial * \$25 hr weekday/night			\$25 hr	
	Custodial * \$40 hr weekend			\$40hr	
	Rental Weekday (Daylight)	1		\$50.00	
	Rental Weekday (Night/Weekend)	1		\$100.00	
Totals					

Place an X if you will use your trainer to cover trainer needs for the host site for each game/match.

Please provide reason for additional workers:

Athletic Director Name

Athletic Director Signature

Date

DIAA ED Name

DIAA ED Signature

Date

DIAA TOURNAMENT UNIFIED FINANCIAL RECONCILIATION REPORT

Host School: _____ Site: _____ Date: _____ Time: _____

Play-Off Round _____ Sport: _____

Participating Teams _____ and _____

Participating Teams _____

Report submitted by _____
 Name **[PRINT – Then Sign]** Telephone # _____

Report Witness _____
 Name **[PRINT – Then Sign]** Telephone # _____

INCOME

Digital Tickets Presold #	Digital Ticket Redeemed #	Amount
Cash Tickets	Sold #	Amount
\$5 1 st , 2 nd , 3 rd and Qtrs; \$6 Semi; \$7 Finals Add \$1 to nonmember school venue		
General Complimentary Tickets		
Media Complimentary Tickets		
Programs - \$5.00	End #	Amount
Start #		

EXPENDITURES – Please have workers sign the Sign-In Sheet

PERSONNEL	Rate	Approved #	Actual #	Total Cost
Site Director	\$38	1		
Ticket Seller/Program Seller	\$25	1		
Ticket Seller/Comp Tickets	\$25	1		
Ticket Taker	\$25	1		
Scorebook	\$25	1		
Scoreboard Operator/Announcer	\$25	1		
Security	\$25	1		
Certified Trainer/Nurse (if paid to trainer by school)	\$30	1		
Rental Weekday -Daylight	\$50	1		
Rental Weekday Night/Weekend	\$100	1		
Custodial -weekday-night	\$25/hr	1		
Custodial -weekend	\$40/hr	1	(hrs)	
TOTAL EXPENDITURES:				\$

DIAA to be Bill for the Following:
 _____ Police _____ Trainer

Police – Agency _____

of Police _____

Trainer – Agency _____

of Trainers _____

To be paid to site for disbursement

* The number of support personnel and police MUST be pre-approved by DIAA's Executive Director prior to start of the event. Payment of expenses will be made by DIAA after the approved expenditures are confirmed. Please retain a copy of this form for your records.

TO BE COMPLETED BY THE DIAA OFFICE

REPORT RECEIVED BY _____ AMOUNT RECIEVED \$ _____

DIAA PASSES 2021-2022

- The following passes are the only passes accepted for admission for DIAA State Tournament Events.
- No other passes are to be accepted. (Conference, School, etc.)
- Please check sport, name and year carefully.
- Only officials scheduled to work on the day of the event are admitted free.
- Passes are good only for the person listed; any spouses or guests must pay.
- Send Anyone with These Passes to **WILL CALL** to sign in on the complimentary list.

Superintendent Pass

DIAA Superintendent Pass



School Year- 2021-22

Admit the person named on this pass to all regular season and State tournament events under the jurisdiction of the DIAA.

Issued To:

School District:

Executive Director

GOOD ONLY FOR THE PERSON LISTED

Green

NON-TRANSFERABLE 901

DIAA Board of Directors Pass

DIAA Board of Directors Pass



School Year- 2021-22

701

Admit the person named on this pass to all regular season & state tournament events under the jurisdiction of the DIAA.

Issued To:

Good for person listed and ONE (1) Guest

Executive Director

NON-TRANSFERABLE

Head of School/Principal Pass

DIAA Head of School/Principal Pass



School Year- 2021-22

Admit the person named on this pass to all State tournament events under the jurisdiction of the DIAA.

Issued To:

School:

Executive Director

GOOD ONLY FOR THE PERSON LISTED

NON-TRANSFERABLE 107

Athletic Director Pass

DIAA Athletic Director Pass



School Year- 2021-22

Admit the person named on this pass to all State tournament events under the jurisdiction of the DIAA.

Issued To:

School:

Executive Director

GOOD ONLY FOR THE PERSON LISTED

NON-TRANSFERABLE 501

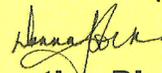
DIAA PASSES 2021-2022

- The following passes are the only passes accepted for admission for DIAA State Tournament Events.
- No other passes are to be accepted. (Conference, School, etc.)
- Please check sport, name and year carefully.
- Only officials scheduled to work on the day of the event are admitted free.
- Passes are good only for the person listed; any spouses or guests must pay.
- Send Anyone with These Passes to **WILL CALL** to sign in on the complimentary list.

Sportsmanship Pass

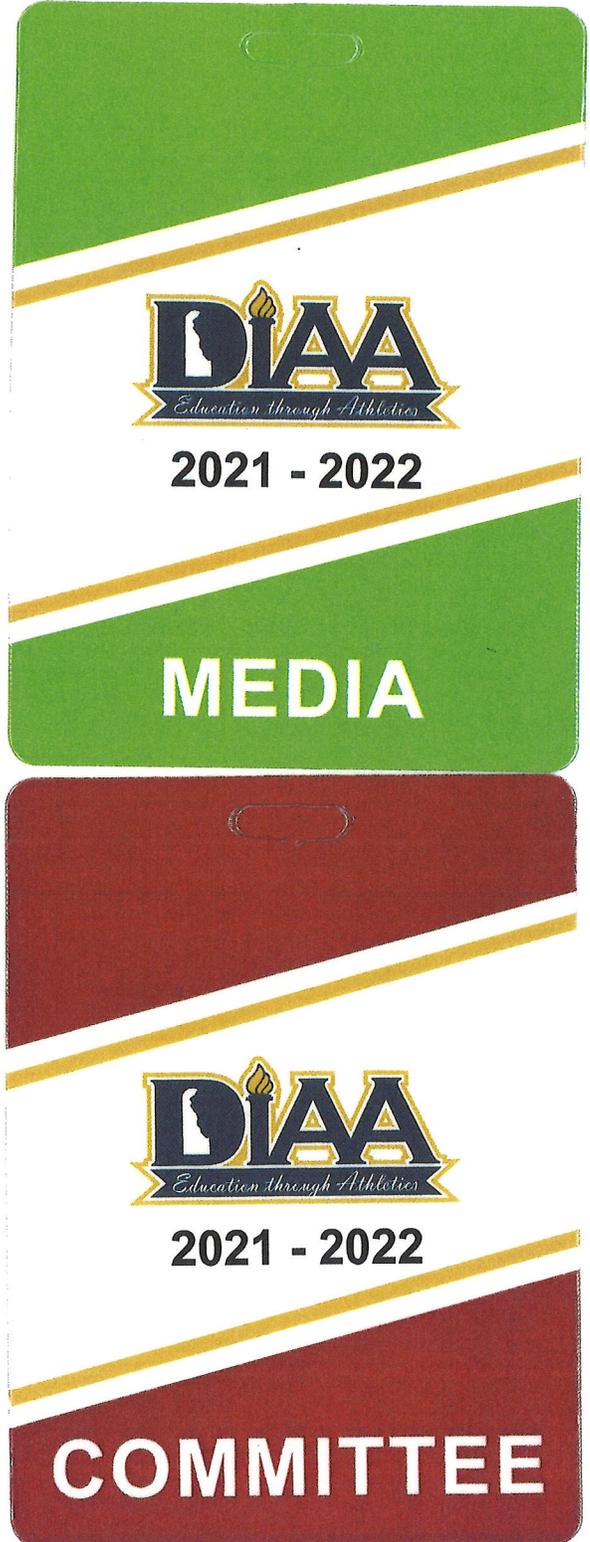
Sportsmanship Tournament Pass	
School Year- 2021-2022	No. <u>S096</u>
<i>Admit the person whose name appears below to any DIAA sponsored Tournament</i>	
<i>Issued To: 2020 Sportsmanship Award Winner</i>	
GOOD ONLY FOR THE PERSON LISTED	
	
<i>Executive Director</i>	
NON-TRANSFERABLE	

DIAA Pass

DIAA Pass	
	School Year- 2021-22
<i>Admit the person named on this pass to all regular season and State tournament events under the jurisdiction of the DIAA.</i>	
Issued To:	
<i>Good for person listed and ONE(1) Guest</i>	
	
Executive Director	
NON-TRANSFERABLE	901

DIAA SIDELINE PASSES 2021-2022

- The following sideline passes are the only passes to be honored for this school year's DIAA State Tournament Events.
- Passes are good only for the person listed.
- Passes must be visible while on the sideline, court or mat area.
- Have Media Sign-In at **Will CALL** on the media complimentary list.



Donna J. Polk, DIAA Executive Director

